**How to Register for a Course in Frontline**

**Step 1-** Go to [www.brevardschools.org](http://www.brevardschools.org) and click on the BPS Launchpad (Charter schools will not use Launchpad, they will create their accounts and bookmark the site)



**Step 2**- Use your Microsoft log in credentials to get into the Launchpad, then find the Frontline App



**Step 3**- On the left side navigation, go to Activity Catalogs then BPS Professional Learning Catalog



**Step 4**- Click on BPS Professional Learning Catalog, then in the Search Options type in the name of the training in Search Item. You can search many different ways. Then click **SEARCH**



**Step 5**- When the course comes up you will see a blue hyperlink to enroll in the course.

**Step 6**- Once you are in the course you will see a button at the bottom that says **SIGN UP NOW. Click this button.**



**Step 7**- You are enrolled. You can return to the **Learning Plan (left navigation)** to access the course. It will be listed under Approved and/or In-Progress. Click on the manage button to see details about the course. If the instructor has created a Team Room, you will find the room in here.

